



FM ACTION REQUEST

TO: FMPT Coord *[Signature]*
FMP Coord *[Signature]* 10/27/04
FM Sign *[Signature]* (2)

October 26, 2004

PDAS *[Signature]* 1 NOV 04

SUBJECT: Defense Travel System (DTS) Proliferation and Utilization

ISSUE: The Under Secretary of Defense (Comptroller) certified that DTS is the DoD solution for travel, and as such has mandated the full deployment of DTS to over 11,000 DoD sites by the end of FY06.

DISCUSSION:

The Air Force is meeting the schedule requirement for implementing DTS, but the system requires more marketing/socialization as well as familiarization and training at both the leadership and user levels. This memorandum has been prepared to emphasize the importance of using DTS after it has been installed at Air Force sites.

RECOMMENDATION: SAF/FM sign DTS Deployment memorandum.

ACTION OFFICER: Mr. Rufonda Moss, FMPTT, 703-588-0921

[Handwritten signature]
jmk
28 Oct 04
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DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

2 NOV 2004

Office Of The Assistant Secretary

TEAM

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM

FROM: SAF/FM
1130 Air Force Pentagon
Washington, DC 20330-1130

SUBJECT: Defense Travel System (DTS) Implementation

The Under Secretary of Defense (Comptroller) certified that the Defense Travel System (DTS) is the DoD solution for travel, and as such has mandated the full deployment of DTS to over 11,000 DoD sites by the end of FY06.

The Air Force is on schedule with the deployment of DTS to its installations. DTS is a fully integrated, end-to-end, web-based travel application. We are working hand-in-hand with the DTS Program Office and Northrop Grumman to resolve some outstanding system issues and have made great strides in the past several months.

I now need your help to stress the importance of using DTS when implemented at your installation. Specifically, business travel, local travel, and group travel authorizations and vouchers should be processed using the new system. Claims should no longer be sent to the local finance office for processing. They should be electronically processed through DTS.

As we move forward in this vastly increasing world of technology and transformation, I encourage each of you to join me in leading the Air Force effort to modernize our business practices. This will allow us to place more focus and resources on supporting our warfighting community.

My point of contact for DTS is Lt Col Yolanda Grove, Air Force Chief of Travel and Re-engineering, (703) 588-0919, DSN 425, e-mail Yolanda.Grove@pentagon.af.mil

Financing the Fight!

Mike
MICHAEL MONTELONGO
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

*Recall the conversation
we had on this topic at
our Exec Session last week...
As with my pay, I need your
help in ultimately making this
program a success! Thanks in
advance for your support!*

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